

To: Sierra, Eddie[Sierra.Eddie@epa.gov]
From: Shanahan, Mike
Sent: Wed 3/27/2013 2:42:17 PM
Subject: RE: CoS Policy Update
Region 8 Policy Update March 26 2013.xlsx

Eddie,

Will do – below is the process we use now. Attached is this week's report.

Mike

Folks,

Please use the attached version for your updates. See new ORO guidance at the bottom of this email for changes/ clarification to this report.

I have removed the yellow highlights and red text from
this report, for your ease in updating. **REPORTS DUE TO ME BY 2:00 PM on Tues.**

Reminder of procedures: please prepare the current week's
report:

1. add yellow highlights to each box where you have text changes
2. mark all text changes [only the changed text, not the entire section] in red ... this will help me figure out what changes have been made when I receive updates in one item from two organizations.
3. please ~~strikeout~~ text you would like removed.

4. if the date has changed, please reposition the item so that it is in chronological order.

Mike

Mike Shanahan

Chief of Staff

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On Month Date, EPA expect to action. Include:

- 1. a brief explanation of the action,**
- 2. what the common uses/industries that use the product,**
- 3. ways the public come in contact with the pollutant**
- 4. why the action is being taken (for example, does is there a court or statutory deadline/ requirement)**
- 5. expected stakeholder reaction**
- 6. press plans if any for the action.**

7. Whether this action affirms previous findings or is releasing new findings—what is different about this action from previous similar actions?

Example

1. As early as the week of January 1, EPA expects to post the final IRIS health assessment for tetrachloroethylene, also known as perchloroethylene, or perc. The assessment characterizes perc as a “likely human carcinogen” and as having adverse effects on the human nervous system. 2. Perc is a chemical solvent widely used in the dry cleaning industry, in the cleaning of metal machinery, and to manufacture some 3. consumer products and other chemicals. 4. The assessment replaces a 1988 IRIS assessment for perc and for the first time includes a hazard characterization for cancer effects. 5. Industry and Environmental groups are all expected to applaud the final IRIS assessment for Perc and 6. EPA will have a desk statement prepared for press inquiries.

From: Sierra, Eddie
Sent: Wednesday, March 27, 2013 8:39 AM
To: Shanahan, Mike
Subject: RE: CoS Policy Update

No worries. Could you do me a favor and send everyone a reminder that they need to send you and me the input for next week?

Before you leave, could you let me know the new process Linda instituted? She was almost never out and I did not have to do much while you were gone on the COS Policy Update Report front.

From: Shanahan, Mike
Sent: Wednesday, March 27, 2013 7:57 AM
To: Sierra, Eddie
Subject: CoS Policy Update

Eddie,

Good news! Spoke to Howard and he said you could use the extra work.....:-)

Mike

Mike Shanahan

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